

## Ordinance 03-23

**AN ORDINANCE OF THE TOWN OF WESTFIELD FOR ADOPTION OF THE  
WESTFIELD PUBLIC WORKS  
INSPECTION FEES AND OTHER APPLICABLE FEES FOR NEW PUBLIC  
INFRASTRUCTURE THAT IS INSPECTED BY THE TOWN OR ITS  
REPRESENTATIVES**

**WHEREAS**, The Town of Westfield, Indiana, Hamilton County is governed by a duly elected town council; and

**WHEREAS**, the Town Of Westfield Public Works department has the need to charge for inspection fees, plan review fees, and other applicable fees related to public infrastructure improvements to more adequately compensate the town for services provided.

**WHEREAS**, it is the desire of the Council to allow for the above referenced fees to be adopted and administered by the Public Works Department.

**NOW THEREFORE BE IT ORDAINED BY THE WESTFIELD TOWN  
COUNCIL THAT:**

**Section 1.** The Westfield Town Council hereby adopts the Town of Westfield Public Works Department **“Inspection Fees, Plan Review Fees, and Other applicable fees”** as described in the attached exhibit “A”

**Section 2.** The actions of the town staff working under this Inspection fees Ordinance are to be deemed in conformity with Town policy.

**Section 3.** Any current Town policy in effect contrary to this Inspection Fees Ordinance shall be deemed void. Any portion of this Inspection Ordinance that may be later deemed invalid shall not effect the remaining provisions.

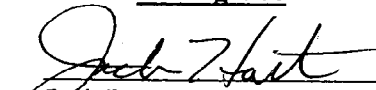
**Section 4.** Inspection fees due from the passage of this ordinance will be applied to all new “Primary Plats” initiated after the passage of this ordinance. Existing projects with approved primary plats will be exempted from these fees.

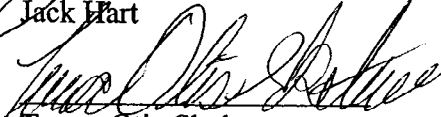
**Section 5.** This ordinance shall be in full force and effect in accordance with Indiana Law, upon its passage by the Town Council, its publication in accordance with law, and upon the passage of any applicable waiting period, all as provided by the laws of the State of Indiana. All ordinances or parts thereof in conflict herewith are hereby ordered repealed.


ADOPTED THIS 13 DAY OF Oct, 2003 BY  
THE WESTFIELD TOWN COUNCIL.

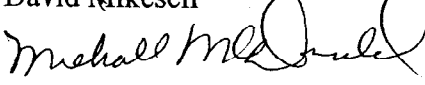
## WESTFIELD TOWN COUNCIL

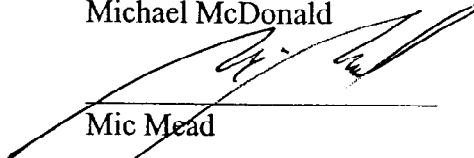
### Voting For

  
\_\_\_\_\_  
Jack Hart

  
\_\_\_\_\_  
Teresa Otis-Skelton

  
\_\_\_\_\_  
David Mikesell

  
\_\_\_\_\_  
Michael McDonald

  
\_\_\_\_\_  
Mic Mead

### Voting Against

\_\_\_\_\_  
Jack Hart

\_\_\_\_\_  
Teresa Otis-Skelton

\_\_\_\_\_  
David Mikesell

\_\_\_\_\_  
Michael McDonald

\_\_\_\_\_  
Mic Mead

### Abstain

\_\_\_\_\_  
Jack Hart

\_\_\_\_\_  
Teresa Otis-Skelton

\_\_\_\_\_  
David Mikesell

\_\_\_\_\_  
Michael McDonald

\_\_\_\_\_  
Mic Mead

ATTEST:

  
\_\_\_\_\_  
Clerk-Treasurer, Cindy Gossard

This ordinance prepared by  
Jerry Rosenberger, Town Manager

## **EXHIBIT “A”**

### **Table of Contents**

- 1. Section I (Types of Inspections)**
- 2. Section II (Inspection Frequency and Reports)**
- 3. Section III (Inspection Fees)**
- 4. Section IV (Construction Plan Review Fee)**
- 5. Table A1 (Required Inspections for Dedicated Public Improvements)**

## CONSTRUCTION INSPECTIONS FOR DEDICATED PUBLIC IMPROVEMENTS

### I. Types of Inspections

Construction of all public improvements shall be inspected by the Westfield Public Works Department and/or its representatives. The Westfield Public Works Department shall be notified a minimum of 48 hours prior to the scheduled inspection unless otherwise authorized by the Town's Director of Public Works or his duly authorized representative.

### II. Inspection Frequency and Reports

#### a. Erosion and Sediment Control

1. The permittee shall maintain a copy of the approved erosion and sediment control plan on site.
2. On all sites with disturbed areas in equal to or greater than one (1) acre, a representative of the Westfield Public Works Department shall inspect work completed at the stages of construction specified below to ensure compliance in accordance with the approved erosion and sediment control plan.
  - a. Upon completion of installation of perimeter erosion and sediment controls and prior to proceeding with any other earth disturbance or grading. Other inspection approvals may not be authorized until initial approval by the inspection agency is made; and
  - b. Upon final stabilization before removal of sediment controls.
3. Every active site having a designed erosion and sediment control plan should be inspected for compliance with the plan on the average of once every 2 weeks or as site conditions warrant.
4. The respective Westfield Public Works representative shall notify the on-site personnel or the owner/developer when violations are being observed, describing the nature of the violation.

**b. Streets and Curbs**

- 1. The permittee shall maintain a copy of the approved construction plans on site.**
- 2. On all sites with dedicated rights-of-way, the permittee shall request the Public Works Department to inspect work completed at the stages of construction specified below to ensure compliance with the approved construction plans.**
  - a. During the lime modification efforts;**
  - b. Upon preparation of the sub grade (following lime modification);**
  - c. Upon preparation of the sub base;**
  - d. During the placement of the subsurface drains prior to the backfilling;**
  - e. Upon the completion of the curb forms or prior to placement of concrete if using a curb machine;**
  - f. During the construction of the curbs prior to backfilling;**
  - g. During placement of the street stone prior to the placement of the base or binder course;**
  - h. During the construction of base course, if applicable, (asphalt quantities to be verified by the Westfield Public Works Department representative);**
  - i. During the construction of the binder course, (asphalt quantities to be verified by the Westfield Public Works Department representative);**
  - j. During the construction of the surface course, (asphalt quantities to be verified by the Westfield Public Works Department representative);**
  - k. In the event concrete pavement is used, the Director of Public Works shall establish an inspection schedule for each phase of the development.**

3. The Westfield Public Works Department shall notify the on-site personnel or the owner/developer when apparent violations are being observed, describing the nature of the violation.

c. Storm Sewers

1. The permittee shall maintain a copy of the approved construction plans on site.
2. The Westfield Public Works Department shall inspect work as the storm sewer is being constructed. All phases of the storm sewer construction shall be inspected. All construction shall be in compliance with the construction plans.
3. The Westfield Public Works Department shall notify the on-site personnel or the owner/developer when apparent violations are being observed, describing the nature of the violation.

d. Sanitary Sewers

1. The permittee shall maintain a copy of the approved plans on-site.
2. The Westfield Public Works Department shall inspect work as the sanitary sewer is being constructed. All phases of the sanitary sewer construction shall be inspected. All construction shall be in compliance with the construction plans.
3. The Westfield Public Works Department shall notify the on-site personnel or the owner/developer when apparent violations are being observed, describing the nature of the violation.

e. Water Mains

1. The permittee shall maintain a copy of the approved plans on-site.

2. The Westfield Public Works Department shall inspect work as the water main is being constructed. All phases of the water main construction shall be inspected. All construction shall be in compliance with the construction plans.
3. The Westfield Public Works Department shall notify the on-site personnel or the owner/developer when apparent violations are being observed, describing the nature of the violation.

f. Miscellaneous Public Improvements

1. The permittee shall maintain a copy of the approved construction plans on site.
2. The inspection of all public improvements as required by the Town of Westfield and not previously covered in this section shall be done so in accordance with all the applicable Town requirements as determined by the Director of Public Works.
3. The Westfield Public Works Department shall notify the on-site personnel or the owner/developer when apparent violations are being observed, describing the nature of the violation.

III. Inspection Fees

The inspection fee schedule in Table A1 of this Ordinance shall be instituted for the administrative and management of the required inspections as set forth in this Ordinance. Developers shall be responsible to pay all inspection fees as invoiced by the Westfield Public Works Department before any performance bonds may be released. Televising requirements for the release of maintenance bonds on storm sewers and sanitary sewers shall be paid before the release of the maintenance bond is approved.

IV. Construction Plan Review Fee

A full set of construction plans must be sent to the Public Works Department for review for all projects that include public improvements. Construction

plans, reviewed by the Westfield Public Works Department, shall require a fee, as follows:

<u>Number of Sheets</u>	<u>Review Fee</u>
1 to 20	\$1,250.00
21 to 40	\$1,500.00
41 to 60	\$1,750.00
61 to 80	\$2,000.00
Each additional 20 sheets	\$250.00

An additional fee of \$250.00 shall be imposed if the erosion and sedimentation control plans that are submitted for separate review.

Fire service plans submitted for review shall be assessed a \$250.00 review fee.



# Town of Westfield – Department of Public Works

## Required Inspections for Dedicated Public Improvements

**Table A1**

Erosion Control Inspections	Inspection Fee
Perimeter Control Installation (to be completed prior to any grading)	\$ 35 per hour
Monthly Erosion Control Measure Inspection	\$ 35 per hour
Removal of Erosion Control Measures (maintenance bond acceptance)	\$ 35 per hour
As Site Conditions Warrant	\$ 35 per hour
Following Rainfall Events and Snow/Ice Thaw Events	\$ 35 per hour
Maintenance Bond Acceptance	\$ 35 per hour
 Streets and Curbs	
Sub grade Evaluation (Proof Roll)	\$ 35 per hour
Placement of Curb Under drains	\$ 35 per hour
Curb Placement	\$ 35 per hour
Placement of Engineered Fill	\$ 35 per hour
Soil Stabilization/Modification	\$ 35 per hour
Stone Base Inspection	\$ 35 per hour
Asphalt Base Placement	\$ 35 per hour
Asphalt Binder Placement	\$ 35 per hour
Tack Coat Placement	\$ 35 per hour
Asphalt Surface Placement	\$ 35 per hour
Asphalt Quantity Verification	\$ Actual Cost
Concrete Pavement	\$ 35 per hour
Sidewalk	\$ 35 per hour
Street Lights	\$ 35 per hour
Maintenance Bond Acceptance	\$ 35 per hour
Final Acceptance (maintenance bond release)	\$ 35 per hour
 Storm Sewers	
Daily Inspection (during actual installation)	\$ 35 per hour
Detention Pond and Related Facilities	\$ 35 per hour
Maintenance Bond Acceptance	\$ 35 per hour
Televising Efforts	\$ Actual Cost
Final Acceptance (maintenance bond release)	\$ 35 per hour

**Table A1 *continued***

**Sanitary Sewers**

Service Lateral/Connection Inspections (lateral hook up)	\$ 35 per hour
Daily Inspection – within development (during actual installation)	\$ 35 per hour
Daily Inspection – off-site improvements (during actual installation)	\$ 35 per hour
Deflection and Leakage Testing	\$ 35 per hour
Televising Efforts	\$ Actual Cost
Maintenance Bond Acceptance	\$ 35 per hour
Final Acceptance (maintenance bond release)	\$ 35 per hour

**Monumentation**

Subdivision Boundary (maintenance bond release)	\$ 35 per hour
Road Control (maintenance bond release)	\$ 35 per hour

**Water Mains**

Fire Service Inspections	\$ 35 per hour
Service Connection Inspections (meter pit installations)	\$ 35 per hour
Daily Inspection – within development (during actual installation)	\$ 35 per hour
Daily Inspection – off-site improvements (during actual installation)	\$ 35 per hour
Pressure and Leakage Testing	\$ 35 per hour
Bacteriological Testing	\$ Actual Cost
Maintenance Bond Acceptance	\$ 35 per hour
Final Acceptance (maintenance bond release)	\$ 35 per hour

**Miscellaneous Inspections**

Auxiliary Lane Improvements	\$ 35 per hour
Exterior Road Improvements	\$ 35 per hour
Other Items (per Westfield Construction Standards)	\$ 35 per hour